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To: ["R10-OEA Mail Group"](#); ["R10-OAWT Mail Group"](#); ["R10-OWW Mail Group"](#); ["R10-ETPA Mail Group"](#)
Subject: IMPORTANT: Science Inventory Database for R10 Technical/Scientific Work Products
Date: Monday, November 5, 2012 1:47:04 PM
Attachments: [Science Inventory Information on Work Products Completed.docx](#)

Hello my friends,

I am your recently appointed R10 Peer Review Coordinator. I just accessed the Science Inventory (SI) database to check R10 peer review records for FY12. The Science Inventory database is supposed to contain a list of all scientific and technical work products that each Region and Program produces. Currently, we only have one document on file for FY12 - Yakima Nitrates Study, and it still needs updating. November 30, 2012 is the due date for R10 confirmation that all peer review records have been entered into the SI database and that they are accurate and up-to-date. This is especially important for projects categorized as "influential scientific information" (ISI) or "highly influential scientific assessments" (HISA). After November 30, 2012 the database entries will be used as a basis for reporting the peer reviewed ISIs and HISAs to OMB by December 2012 and also to FMFIA

We are under a very tight time frame and I badly need your help. If you developed a work product, a project report, a technical guidance or assessment (draft reports included) in FY12 (or multi-year through FY12) that you and your supervisor think may be influential or highly influential, or others, please complete the checklist attached and send it back to me NLT 11/15/12. The criteria for determining whether your work products are SI or HISA are found in the checklist. Also submit any peer review comments received and responded to and a pdf file of the final work product so that I can enter it in the SI database. If the peer review is currently on-going, please also provide the estimated completion date. If you would like to enter the information yourself in the database, here's the link:

<https://cfext.epa.gov/si/sciinv/>, register (only requirement is an EPA e-mail address), and create the record. But you will still need to submit the checklist, comments, responses and final work product to me for our file. Note: Information produced for journal publications, will also need to be entered in this database - this type of information also needs the checklist (classified as others), list of reviewers (if reviewed) and final product.

Thank you, I appreciate all the assistance you could give me and I hope that we'll all work together to meet our due date and reporting burdens for FY12. Then, we'll work towards the implementation of the revised Peer Review process and new requirements starting FY13. Contact me if you have questions.

Note: The Unit Manager where the product originated needs to concur with the classification of the work product - if needing peer review or not for accountability.

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